

# KASHIF HUSSAIN

Dubai,  
United Arab Emirates.  
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Visit Visa : 14-12-2023 to 11-02-2024,  
Passport Details: 16-03-2023 to 14-03-2028.



## Professional Experience



**September 5, 2018 to September 24, 2021.**

Serving as Branch Operation and Compliance Officer to manage the Branch Premises Business Productivity as follows;

- Branch Remittance and Payout,
- Agent to Western Union, Doha Payout, Instant Cash, Trans Fast and Other International Services for UAE,
- Monitoring of Business Transactions as per AML & CFT Regulations of Central Bank of UAE and Record maintaining for Compliance Department,
- Branch Management according to Audit,
- Marketing of Products to gather Business Volume for Company.



**April 01, 2017 to July 17, 2018.**

Served as Assistant Head Cashier to SSP UAE Food Travel Experts at Dubai International Airport with key responsibilities as follows;

- Daily Look after of Outlets Sales including Butlers Chocolate, Yo Shu Shi, Camden Food, Brioche Dore, CNN Traveler, Caviar House and Shwarman Jee
- Cash Management & issues related to Cash Department
- Auditing of Outlets Sales for company
- Dealing with Bank for Business Financial matters
- Record Maintenance & Monitoring of Receipt/Dispatch of Mail
- Reports Generating to Accounts and Marketing Departments for Business Productivity
- Any Other Task Assigned by Manager / Superior Authorities



## **November 2008 to August 2016**

Served as Officer Grade I designation level, with key responsibilities covering Cash Management including ATM Matters, General Branch Operations regarding Clearing, Remittance & Account Opening. My total work experience expands over following areas:

- Cash Management & issues related to Cash Department
- Handling ATM Matters to provide Quality Services according to SBP instructions
- Handling Clearing & Remittance Issues
- Account Opening to strengthen Deposit Portfolio
- Playing role for Deposit Mobilization for better worth of Bank
- Record Maintenance & Monitoring of Receipt/Dispatch of Mail
- Maintenance of Overall Premises including Building, Furniture, Fixture, Lights, Generators, Computers, Telephone Sets & Exchange etc.
- Assigning Duties to Staff as per Requirement
- Any Other Task Assigned by Manager / Superior Authorities



## **SPARCO CONSTRUCTION COMPANY, 229-U, DHA Lahore, Pakistan.**

### **May to November, 2008.**

Served as Assistant Accountant including responsibilities of Financial Matters with Commercial Banks, Construction Vehicles Matters & Company Financial Matters at Operational Area. Performed Administrative and Inspection Duties (Assigned Specially) as well.

## **Qualification**

2006	Bachelor of Commerce with Distinction from University of the Punjab Lahore, Pakistan.
2004	F.Sc from Government College University Faisalabad, Pakistan.
2001	Matric from Faisalabad Board, Pakistan.

## **Awards & Honors**

- Awarded Merit Scholarship for Bachelor of Commerce by Punjab College of Commerce Faisalabad, Pakistan.

## **Professional Courses and Workshops**

- Attended Special Course on Branch Operations Banking & Cash Management conducted by Bank Al Habib Limited Training Center Peco Road Lahore, Pakistan.

## **Competencies**

- Excellent Customer Services & Time Management Skills
- Excellent Communication Skill
- Team Leadership Skills
- Ability to converse at all levels
- Excellent Negotiation Skills

**Languages:** English, Urdu and Punjabi

**Computer Skills:** MS Office & can be in any other Departmental Software(s).

**\* Reference will be furnished on request.**